

STAT

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Overtime Usage Estimate, Third Quarter FY 1985

FROM

Chief, New Building Project Office
3E40 Hqs

EXTENSION

NO.

DATE

22 APR 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/B&FB/EO/OL

2.

3. EO/OL

4.

5. DC/B&FB

6.

7. C/NBPO
3E40 Hqs

8.

9.

10.

11.

12.

13.

14.

15.

1. VIA

3. Approval

1-3: During the first quarter FY-85 NBPO used 48 hours of overtime. During the second quarter usage dropped to 26 hours. Average use 37 hours per quarter.

3-7: Given the concerns regarding the use of overtime, it is imperative that supervisors monitor closely hours worked and reported by employees under their supervision. Along these lines, supervisors should be reminded of their responsibility for ensuring the accuracy of overtime hours reported on Time and Attendance Reports. Any inconsistency must be reported promptly to the EO/OL.

22 APR 1985

MEMORANDUM FOR: Executive Officer, OL

VIA: Chief, Budget and Fiscal Branch, OL

FROM: Chief, New Building Project
Office, OL

SUBJECT: Overtime Usage Estimate - Third Quarter FY 1985

It is estimated that 50 hours of overtime for general administrative and technical purposes will be required for the subject period. As was the case in the first two quarters of 1985, it is expected that the majority of this requirement will be expended in support of planned and emergency utility outages related to new building construction.

Chief, New Building Project Office

APPROVED:

Executive Officer/ OL

24 April 1985
Date

OL 2037-85



78-1122

STAT



PPC1

0186	9	155.79
0186	5	86.55
0186	9	117.99

PROJECT TOTALS FOR FAN 78-1122
TOTAL HOURS
TOTAL COST

23
360.33

78-1122

STAT



0586	2	34.62
0586	14	242.34
0586	5	86.55
0586	9	155.79

PROJECT TOTALS FOR FAN 78-1122

TOTAL HOURS

TOTAL COST

30	519.30
----	--------

STAT

78-1122

0595 9 155.43

ppos

PROJECT TOTALS FOR FAN 78-1122
TOTAL HOURS
TOTAL COST

9 155.43

TRANSMITTAL SLIP		DATE	2/27/85
TO:			
OL/NBPO			
ROOM NO.	BUILDING		
3E44	HAS		
REMARKS:			
FROM:			
OL/B*F			
ROOM NO.	BUILDING	EXTENSION	

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

25X1	78-1122			
	<div></div>			
	0485	5	86.35	
	PROJECT TOTALS FOR FAN 78-1122			3 60.36
	TOTAL HOURS			
		5		
		TOTAL COST		3
		86.35		60.36
78-1141				
S-E-C-R-E-T				

S-E-C-R-E-T

REPORT NO. PXXX-302B

PREMIUM TIME HOURS AND

25X1
CPL NO

NAME

PPYR ----O/I----
HRS AMOUNT

----N/D----
HRS AMOUNT

0385

10
15

259.05

PROJECT TOTALS FOR FAN 78-1122

TOTAL HOURS

TOTAL COST

15

259.05

PAY - PP 03

PERIOD ENDING 01/19/85

-----SPP-----
HRS AMOUNT

-----H/T-----
HRS AMOUNT

-----FLSA-----
HOURS AMOUNT

S-E-C-R-E-T

RT NO. PXXX-302B

PREMIUM TIME HOURS AND PAY - PP 25

PERIOD ENDING 11/23/85

L NO NAME

PPYR	----	O/T----	-----	N/O----	-----	SPP----	-----	H/T----	-----	FLSA-----	-----
	HRS	AMOUNT		HRS	AMOUNT	HRS	AMOUNT	HRS	AMOUNT	HOURS	AMOUNT

122
25X1

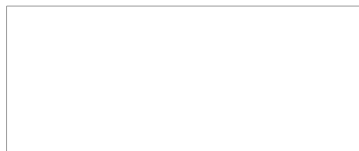
2585	8	138.43						8	141.92		
2585	32	553.92									
2585	23	398.13									

ECT TOTALS FOR FAN 78-1122
TAL HOURS
TAL COST

63		1090.53						8	141.92		
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78-1122

25X1



0686	9	155.79
0686	16	276.36
0686	5	86.55
0686	11	190.41
0686	19	328.89
0686	4	65.04

8	141.92
8	176.56
2	40.36
2	35.34

PROJECT TOTALS FOR FAN 78-1122
TOTAL HOURS

64

20

S-E-C-R-E-T